

WRITING LSTA EVALUATION REPORTS...

Note: Unless otherwise indicated, guidance documents, forms and instructions are posted at <http://www.statelibrary.sc.gov/federal-aid.html>.

Two reports are required—an interim and a final report. See *Grant Cycle Calendars for due dates*.

I. INTERIM (*PROGRESS-TO-DATE*) REPORT

The Evaluation Form

Complete the [LSTA Report and Evaluation](#) form. Instructions are posted on the State Library's website.

- ♦ Supply all information requested. **If at this stage there are no preliminary figures for the number of persons benefiting directly from your project, indicate "none to date."** Ideally, each person should be counted only once even though he may have used the service several times.
- ♦ **If at this stage there are no expenditures, indicate "none to date."** Otherwise, use the appropriate columns to indicate LSTA and matching funds expended to date. Use your report narrative to indicate which amounts were in-kind contributions.

The Narrative

- ♦ A narrative summarizing your project results and accomplishments must accompany the evaluation form (see *page 2 for additional guidance on writing the narrative*). At this stage it may not be possible to address all required sections. **Indicate circumstances that are affecting progress (negatively or positively) toward accomplishing project goals and objectives.**

II. FINAL PROJECT REPORT

The Evaluation Form

This is the same form used for interim reporting; indicate (using the check box) final report.

The Narrative

TIP!

Explain and describe all instances where performance goal(s) were not met.

- ♦ **Summary of overall purpose of the project.** If there are no changes from the original project application narrative, note such and proceed to the next item.
- ♦ **Project activities.** Describe how the project was carried out. Review each specific project objective and describe important related activities and circumstances that affected the achievement of, or failure to achieve, each objective. If the project objectives were significantly surpassed or not met, the activity summary should include an explanation.
- ♦ **Description of project results.**
 - Document your project's outcomes (*the degree to which your project has met its goals in terms of creating a change in the target audience's skills, knowledge, behavior, attitude, and status or life condition*). Include a description of the ways outcome information was obtained (e.g., surveys, focus group sessions, pre- and post-tests given in training, etc.—these are methods that provide systematic measures of results.)
 - Anecdotal information -- Include client stories, reports of comments, feedback and observations about how people used and benefited from the products or services resulting from the project. **Any project can, and should, include anecdotal information—it "puts a face" on the project's work.** The information that is reported in this section is informal in nature.
 - Document your project's **outputs** (*measures of the volume of a program's activity such as products created or delivered, people served or activities/services carried out*). Outputs are almost always numbers.
 - Report the total value of in-kind contributions (goods and services) by budget category (personal services, library materials, equipment and other).

FINAL PROJECT REPORT – The Narrative *(continued)*

- ♦ **Other results.** Report any other significant results not covered elsewhere.
- ♦ **Exemplary reason.** Do you consider your project to be worthy of the IMLS “exemplary” status? If not, proceed to the next item. If yes, describe the factors that you consider merit selection of the project as exemplary, such as innovation and vision, impact on target audience, serving new population group, worthy of replication by others and the like.
- ♦ **Ongoing activities.** Describe the methods that will be used to continue services or resources that resulted from your LSTA funded project.
- ♦ **Comment.** Use this section for any additional comments you desire to make about your report, e.g., advice to others considering similar projects.

NOTE

To the extent possible, include one copy of each of your project related publicity items or include references to online links to your PR materials.

Original signature copies are required for all LSTA forms

Send to

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LSTA narrative reports may be emailed to gwilliams@statelibrary.sc.gov



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